



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>August 14, 1974</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>OCT - 8 1974</b> Application No.: <b>74-361</b> Date Completed: <b>OCT 25 1974</b>					
2. Agency Application No. <b>OPR-sp -3</b>									
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Office of Planning and Research, special projects 270 Washington Street, S.W. Atlanta, Georgia 30334</b>			4. Person to Contact <b>Mr. Glenn Davis</b>						
			5. Working Title <b>Chief, spec. proj.</b>		6. Tel. No. <b>656-5160</b>				
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series <b>1972-date</b>		9. Exact Series Title <b>FEDERAL ENVIRONMENTAL LEGISLATION FILE</b>							
10. What is the function of the office in which this record series is created?  <b>The special projects section of the Office of Planning and Research is responsible for the following functions: the analysis, evaluation, research, or codification of the Department's position on special issues and areas of interest which are not in the purview of any other division; the analysis of federal legislation to determine its specific effect on Georgia and its progress through the Congress; the development and drafting of a Departmental legislative package for presentation at the next session of the Georgia General Assembly; service as a clearinghouse for A-95 and A-85 Project reviews, environmental impact statements, and pending federal legislation; to provide technical staff assistance to the Commissioner and Director of OPR; and to fulfill the staff function and to provide all necessary assistance needed to develop an Environmental Education Master Plan.</b>									
11. This file contains the following documents. (include form numbers and titles, if any, and file arrangement). <b>Documents relating to: the analysis of federal environmental legislation to determine its potential and real effects on the natural resources of Georgia. The activity also includes tracking legislation through Congress and drafting federal environmental legislation for the Georgia Congressional delegation.</b>  <b>Included are: correspondence, memorandums, and other communications between the Department, Georgia Congressional delegation, and other interested parties; public hearings and testimonials pertaining to environmental issues and legislation; drafts of proposed legislation; legislative summaries; research reports; status reports of proposed legislation; news releases and printed material; and miscellaneous printed material related to the Department's concern with the natural environment and appropriate federal legislation.</b>  <b>File is arranged: alphabetically by subject of legislation.</b>									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1	1½			205		0.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
						This Year's	Last Year's	Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES		20	20	20	20

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES | NO  |
|---|-----|-----|
| 13. Is this the Record Copy of the series?  | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?  | [ ] | [X] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | [ ] | [X] |
| 16. Does the series contain classified information requiring security handling?   | [ ] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [X] | [ ] |
| 18. Could the function be performed if the files were lost or destroyed?  | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?  | [ ] | [X] |
| 21. Does the record series contain documentation produced as EDP printout?  | [ ] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | [ ] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | [X] | [ ] |

24. REQUIREMENTS. The following requires the files to be kept Permanently

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

Retain permanently for research and reference purposes. Federal environmental legislation and supporting documents upon which Departmental or Congressional action is completed may be useful to the special projects staff to analyze, draft, or update similar legislation at a later date. Possible historical value

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each X CALENDAR YEAR - [ ] FISCAL YEAR ~ OTHER ~, then:

Retain in current files area for 3 years; then transfer to State Archives  
for permanent retention.

Records Management Officer (Signature) <i>John Hearn</i>		Date <i>8/14/74</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">STATE RECORDS COMMITTEE</div>	Agency Head/Designee [X] Approved [ ] Disapproved	<i>Hamilton</i>		8/19/74	
	State Auditor/Designee [ ] Approved [ ] Disapproved	<i>William M. Dixon</i>		10-23-74	
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Cornell Hart</i>		10-16-74	
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>R. M. F. Shell</i>		10-24-74	

FEDERAL LEGISLATION

AIR POLLUTION CONTROL

AIR QUALITY

BLUE RIDGE WILDERNESS

CHATTAHOOCHEE

CHATTOOGA

COASTAL ZONE MANAGEMENT

COMMITTEE AND DELEGATION - STAFF AND PROFILES

CONGRESSIONAL COMMITTEES

DEEP WATER PORTS

DRINKING WATER

ENDANGERED SPECIES

ENERGY

ENVIRONMENTAL EDUCATION

FLOOD/DISASTER INSURANCE

GAME AND FISH

HAZARDOUS WASTES

HISTORIC PRESERVATION

LAND AND WATER CONSERVATION FUND

LAND USE BILLS

MINING AND RELATED ISSUES

MISCELLANEOUS

NUCLEAR POWER

PESTICIDES

PLANNING, C/DEV.

POWER PLANT SITING

OCEAN POLLUTION

PUBLIC LANDS - CONSERVATION

RECREATION

RECYCLING/SOLID WASTE

SCENIC RIVERS

SHORELINE EROSION

SOIL CONSERVATION

SPEWRELL BLUFF

SUMMARIES, ORIGINAL

TIMBER - S. 1775

TRAILS

WILDERNESS

WATER RESOURCES

WATER POLLUTION CONTROL